



46-0408 R09/13

www.azdot.gov

# MOTOR VEHICLE DEALER/ SALES FINANCE COMPANY APPLICATION



Arizona  
Department of  
Financial  
Institutions  
www.azdfi.gov

Arizona Department of Transportation, Motor Vehicle Division (MVD)  
Arizona Department of Financial Institutions (AZDFI)

Please see attached instructions.

Mail completed application to: Mail Drop 552M  
Motor Vehicle Division  
PO Box 2100  
Phoenix AZ 85001-2100

## Section I

|  |   |
|--|---|
| <b>A.</b> MVD Dealer License Number (if currently licensed)  | AZDFI License Number (if currently licensed)  |
| <b>B.</b> Application Type (check one)<br><input type="checkbox"/> New Application<br><input type="checkbox"/> New Entity<br><input type="checkbox"/> New License Type   | Transaction Privilege Tax License Number<br><br>*Must include a copy of TPT License with application.   |
| <b>C.</b> License Type (for MVD motor vehicle dealer license – check one)<br><input type="checkbox"/> New Motor Vehicle Dealer<br><input type="checkbox"/> Wholesale Motor Vehicle Dealer<br><input type="checkbox"/> Broker<br><input type="checkbox"/> Public Consignment Auction<br><input type="checkbox"/> Used Motor Vehicle Dealer<br><input type="checkbox"/> Wholesale Motor Vehicle Auction Dealer<br><input type="checkbox"/> Automotive Recycler | License Type (check all that apply)<br><input type="checkbox"/> AZDFI Sales Finance<br><input type="checkbox"/> AZDFI Motor Vehicle Dealer<br>See Instructions, Section I-C |

## Section II

### A. Business Information

|  |                         |
|--|-------------------------|
| Business Type<br><input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> LLLC <input type="checkbox"/> LLLP |                         |
| Business Name  | Doing Business As (DBA) |

### B. Established Business Address

|   |                   |        |     |
|---|-------------------|--------|-----|
| Street Address  | City              | State  | Zip |
| Mailing Address (if different from Street Address)  | City              | State  | Zip |
| Office Days and Hours<br><input type="checkbox"/> M _____ to _____ <input type="checkbox"/> Tu _____ to _____ <input type="checkbox"/> W _____ to _____ <input type="checkbox"/> Th _____ to _____ <input type="checkbox"/> F _____ to _____ <input type="checkbox"/> Sa _____ to _____<br><input type="checkbox"/> Su _____ to _____ |                   |        |     |
| Phone Number<br>( )   | Fax Number<br>( ) | County |     |
| Principal Owner E-mail Address  |                   |        |     |
| <b>For AZDFI Applicants Only:</b> You must provide a primary email address. This email address will be used to send your license (once approved) electronically, renewal reminders and any other important notifications that the Department sends out relating to the license issued.<br>E-mail:                                     |                   |        |     |

### C. Record Keeping

☐ Yes ☐ No Will the records be maintained at the Established Business Address above?  
If No, at what licensed location will records be maintained? \_\_\_\_\_

☐ Yes ☐ No Is this a residence?

### D. Business Contact

The person named below is the contact person authorized to perform all functions in connection with day to day operations of this entity, including communication between the business, MVD and AZDFI.

|   |                   |                |
|---|-------------------|----------------|
| Business Contact Name (first, middle, last, suffix) |                   | Title          |
| Phone Number<br>( )                                 | Fax Number<br>( ) | E-mail Address |

### Section III

#### A. Applicants

Use full name. **Do not use initials.** If no middle name, write "None".

Title: Sole Owner; Partner; Corporate Officer (President, Vice President, Secretary, etc.), Director, and Agent; and all Owners/Stockholders owning 20% or more of the entity/corporation.

|  |  |               |           |
|--|--|---------------|-----------|
| Applicant Name (first, middle, last, suffix) |  | Title         |           |
| Residence Address                            |  | City          | State Zip |
| Residence Phone Number<br>( )                | Ownership/Stock Percentage (if applicable) | Date of Birth |           |

|                               |                                  |               |           |
|-------------------------------|----------------------------------|---------------|-----------|
| Applicant Name                |                                  | Title         |           |
| Residence Address             |                                  | City          | State Zip |
| Residence Phone Number<br>( ) | Stock Percentage (if applicable) | Date of Birth |           |

|                               |                                  |               |           |
|-------------------------------|----------------------------------|---------------|-----------|
| Applicant Name                |                                  | Title         |           |
| Residence Address             |                                  | City          | State Zip |
| Residence Phone Number<br>( ) | Stock Percentage (if applicable) | Date of Birth |           |

|                               |                                  |               |           |
|-------------------------------|----------------------------------|---------------|-----------|
| Applicant Name                |                                  | Title         |           |
| Residence Address             |                                  | City          | State Zip |
| Residence Phone Number<br>( ) | Stock Percentage (if applicable) | Date of Birth |           |

|                               |                                  |               |           |
|-------------------------------|----------------------------------|---------------|-----------|
| Applicant Name                |                                  | Title         |           |
| Residence Address             |                                  | City          | State Zip |
| Residence Phone Number<br>( ) | Stock Percentage (if applicable) | Date of Birth |           |

**B.** ☐ Yes ☐ No Within the **past 5 years**, has any person listed on this application had a **similar license suspended, revoked or canceled** in this or any other state? If Yes, complete the following.

|                                    |         |   |
|------------------------------------|---------|---|
| Name (first, middle, last, suffix) |         | Year License Was Suspended, Revoked or Canceled |
| Business Name                      |         |   |
| State                              | Country | License Status                                  |

## — MVD License Applicants Only —

Complete this page only if applying for an Arizona Department of Transportation, **Motor Vehicle Division** license.

### Section IV

**A. Dealers selling new products:** List the make of products you are authorized to sell. A written notice of authorization from the manufacturers and/or distributors must accompany this application.

|                 |  |  |  |
|-----------------|--|--|--|
| Product by Make |  |  |  |
|                 |  |  |  |

**B.** ☐ Yes ☐ No Is there an existing dealership/automotive recycler at the business address? If Yes, complete the following.

|   |
|---|
| Existing Dealership/Recycler Name and Explanation |
|---|

**C.** If corporation is not resident in this state, designate an Arizona resident agent upon whom service of process may be made.

|  |                         |     |
|--|-------------------------|-----|
| Name of Individual/Corporation Upon Whom Service Can Be Made | Phone Number<br>(     ) |     |
| Arizona Business Address                                     | City                    | Zip |

### Section V – Site Information

This Portion **Must Be Completed In Full**. Please indicate N/A if not applicable.

#### A. Business Sign

☐ Yes ☐ No ☐ N/A Is the sign permanently affixed or erected?

If No, date of permanent affixture: \_\_\_\_\_

☐ Yes ☐ No ☐ N/A Is the sign legible for 300 feet during daylight?

Sign affixed to: ☐ Building ☐ Driveway Entrance ☐ Residence ☐ Office Entrance

Sign reads: \_\_\_\_\_

#### B. Established Place of Business To Be Licensed

☐ Yes ☐ No ☐ N/A Is there sufficient space designated to display two or more vehicles?

☐ Yes ☐ No ☐ N/A Will the building be devoted principally to the dealership business?

If No, provide reason: \_\_\_\_\_

Place of business is a: ☐ Building ☐ Suite ☐ Trailer ☐ Residence

☐ Yes ☐ No ☐ N/A If suite, does it have its own private entrance from the outside?

☐ Yes ☐ No ☐ N/A If trailer, is it permanently affixed?

#### C. Photos – Must attach photos of:

- Business sign
- Entire lot, including space to display
- All four sides of building
- Address and Hours of operation
- Records storage **and** office areas
- Auto recyclers: Include photo of enclosed yard
- Public Consignment Auction Dealer – Signage giving notice of:
  - NO IMPLIED WARRANTY and
  - EMISSIONS IS RESPONSIBILITY OF PURCHASER

#### New Motor Vehicle Dealer Applicants Only

In lieu of photos, a written notice from the manufacturers and/or distributors may certify that, "The appointed franchisee will comply with all site and signage requirements as prescribed by Arizona Revised Statutes Title 28, Chapter 10."

**— AZDFI License Applicants Only —**

Complete this page only if applying for an **Arizona Department of Financial Institutions**  
motor vehicle dealer license or sales finance license.

**Section VI**

**A. Retail Installment Contract Sales** – (list all banks, finance companies or persons to whom you sell retail sales contracts.)

|                  |      |       |     |
|------------------|------|-------|-----|
| Institution Name |      |       |     |
| Address          | City | State | Zip |
| Institution Name |      |       |     |
| Address          | City | State | Zip |
| Institution Name |      |       |     |
| Address          | City | State | Zip |

**B.** What is the start date of dealership? \_\_\_\_\_

**C.** ☐ Yes ☐ No Have you sold any motor vehicles on a non-cash basis? If Yes, please provide a list of the number of vehicles sold on a non-cash basis, by month and year, since the start date of your dealership.

**D.** ☐ Yes ☐ No If the applicant is a dealer, do you hold any part of your own installment contracts? If Yes, provide the total outstanding balance at the end of each calendar year since the start date of your dealership

**E.** ☐ Yes ☐ No Will you engage in secondary motor vehicle finance transactions, i.e., title loans or sale lease-backs?

**F.** ☐ Yes ☐ No I have read and understand the grounds for denial, suspension or revocation of license, as stated in Arizona Revised Statutes 44-283.

**G.** If the answer to any of the following questions is Yes, then you will need to provide complete details in an attachment, including as applicable: disposition/status, summary of event or proceeding, copies of applicable charges and orders and/or consent agreements. Please refer to the following definitions when answering questions in this Section of the application only.

**Enjoined** – Includes being subject to a mandatory injunction, prohibitory injunction, preliminary injunction, or a temporary restraining order.

**Financial Services or Financial Services-Related** – Pertaining to securities, commodities, banking, insurance, consumer lending or real estate (including, but not limited to: acting as or being associated with a bank or savings association, credit union, Farm Credit System institution, mortgage lender, mortgage broker, real estate salesperson or agent, appraiser, closing agent, title company or escrow agent).

**Regulatory Action Disclosure**

1. In the past 10 years, has any state or federal regulatory agency or foreign financial regulatory authority:

- ☐ Yes ☐ No Found applicant to have made a false statement or omission or been dishonest, unfair or unethical?
  - ☐ Yes ☐ No Found applicant to have been involved in a violation of financial services-related regulations or statutes?
  - ☐ Yes ☐ No Found applicant to have been a cause of a financial services-related business having its authorization to do business denied, suspended, revoked or restricted?
  - ☐ Yes ☐ No Entered an order against the applicant in connection with a financial services-related activity?
  - ☐ Yes ☐ No Denied, suspended, or revoked the applicant's registration or license or otherwise, by order, prevented it from associating with a financial services-related business or restricted its activities?
2. ☐ Yes ☐ No Has applicant's authorization to act as an attorney, accountant, or state or federal contractor ever been revoked or suspended?
3. ☐ Yes ☐ No Is applicant now the subject of a regulatory proceeding that could result in a Yes to any part of 1 above?

**Civil Judicial Disclosure**

4. In the past 10 years, as any domestic or foreign court:

- ☐ Yes ☐ No Enjoined the applicant in connection with any financial services-related activity?
  - ☐ Yes ☐ No Found the applicant to be in violation of any financial services-related statutes or regulations?
  - ☐ Yes ☐ No Dismissed, pursuant to a settlement agreement, a financial services-related civil action brought against the applicant by a state or foreign financial regulatory authority?
5. ☐ Yes ☐ No Is the applicant named in any pending financial services-related civil action that could result in a Yes answer to any part of 4 above?

— All Applicants —

**Section VII**

**Continuation Fee**

Every MVD motor vehicle dealer license type and every Arizona Department of Financial Institutions license type must be continuous from the date of issuance. A renewal fee must be paid on or before the expiration date of your license. If paid after the expiration date, the payment will be deemed delinquent and a penalty fee will be added and collected.

**Certification**

I hereby certify that my assigned MVD motor vehicle dealer license and/or Arizona Department of Financial Institutions license will not be sold, leased, rented or loaned, nor used for any purpose other than in the conduct of business by this dealership at the licensed established place of business or place of business. The business to be carried on, if license herein applied for is granted, will be conducted in compliance with the laws of the State of Arizona.

I understand that Arizona law requires a MVD licensee, who is licensed by the Arizona Department of Transportation, to notify the Motor Vehicle Division in writing within 30 days when an officer, director, partner, agent or stockholder owning 20% of the corporation is added or changed.

I further understand that Arizona law requires an MVD and/or Sales Finance licensee, who is licensed by AZDFI, to obtain prior written approval from AZDFI before any change of control occurs (change of control is defined as the ability to vote more than 20% of outstanding voting shares of a licensee).

If individual, must be signed by owner. If partnership, must be signed by all partners. If corporation, must be signed by one corporate officer.

|                                   |      |                   |      |
|-----------------------------------|------|-------------------|------|
| Owner, Partner, Officer Signature |      | Title             | Date |
| Partner Signature                 | Date | Partner Signature | Date |
| Partner Signature                 | Date | Partner Signature | Date |

**Agency Use Only**

Receive Application

|                          |      |
|--------------------------|------|
| Received and Accepted By | Date |
| Received and Accepted By | Date |
| Received and Accepted By | Date |

Money Order/Amount

Checks/Amount

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

Review and/or Process Application

|                               |                                    |                               |            |                               |            |
|-------------------------------|------------------------------------|-------------------------------|------------|-------------------------------|------------|
| 1st Review Date               | 2nd Review Date                    | 3rd Review Date               | 1st Return | 2nd Return                    | 3rd Return |
| 1st Interagency Exchange Date |                                    | 2nd Interagency Exchange Date |            | 3rd Interagency Exchange Date |            |
| Date Fees Posted To ARMANI    | Date Background Check Sent To CRCU | Accepted By                   |            | Date                          |            |

Prepare Invoice

|                   |                     |                                 |      |
|-------------------|---------------------|---------------------------------|------|
| Processed By      |                     | Date                            |      |
| Invoice Amount    | Invoice Number      | Supervisor Approval             | Date |
| Date Invoice Paid | Date License Mailed | AZDFI License Notification Date |      |

**PAGE 1 OF APPLICATION**

**All applicants must complete this page in full, if not applicable then enter N/A.**

**Section I-A**

If currently licensed by ADOT/MVD and/or AZDFI, enter the license number for each.

**Section I-B**

Indicate the Application Type by checking the one box that applies. Enter the Transaction Privilege Tax License Number and include a current copy of the License with the application.

**Section I-C:**

For those who are applying for an MVD motor vehicle dealer license with ADOT, you may only select one license type. Please refer to the following license type definitions:

- **New Motor Vehicle Dealer** – A person who buys, sells, exchanges, or offers or attempts to negotiate a sale or exchange of any interest in, or who is engaged in the business of selling, new motor vehicles or used motor vehicles taken in trade on new motor vehicles or used vehicles purchased for resale.
- **Wholesale Motor Vehicle Dealer** – A person who sells used motor vehicles only to licensed motor vehicle dealers.
- **Broker** – A person who for a fee, commission or other valuable consideration offers to provide, provides or represents that the person will provide a service of arranging or assisting in effecting the purchase of a motor vehicle and who is not a/an:
  - New motor vehicle dealer or an employee or agent of a new motor vehicle dealer
  - Used motor vehicle dealer or an employee or agent of a used motor vehicle dealer
  - Manufacturer or an employee or agent of a manufacturer
  - Auctioneer or engaged in the auto auction business
- **Public Consignment Auction** – A person who at the public consignment auction dealer's established place of business or at an authorized off-premises location pursuant to the requirements of 28-4401 in the business of both of the following:
  - Conducting live auctions with a licensed auctioneer verbally calling for and accepting bids
  - Providing live auction services to the public on a consignment contract basis
- **Used Motor Vehicle Dealer** – A person, other than a new motor vehicle dealer, who buys, sells, auctions, exchanges or offers or attempts to negotiate a sale or exchange of any interest in, or who is engaged in the business of selling, four or more used motor vehicles in a continuous 12 month period.

Used motor vehicle dealer does not include a wholesale motor vehicle auction dealer or public consignment auction dealer.

- **Wholesale Motor Vehicle Auction Dealer** – A person who is in the business of providing auction services solely in wholesale transactions to motor vehicle dealers licensed by this state or any other jurisdiction, and who neither buys, sells nor owns the motor vehicles he or she auctions in the ordinary course of business.
- **Automotive Recycler** – A person who is engaged in the business of buying or acquiring a motor vehicle solely for the purpose of dismantling, selling or otherwise disposing of the parts or accessories and who dismantles six or more vehicles in a calendar year.

For those who are applying for a motor vehicle dealer and/or Sales Finance Company license with AZDFI, you will need to choose the applicable license types. Please refer to the following license type definitions:

- **AZDFI Sales Finance** – (a) A person engaged, in whole or in part, in the business of purchasing retail installment contracts from one or more retail sellers. (b) Includes a person engaged, in whole or in part, in the business of creating or holding retail installment contracts that exceed a total aggregate outstanding indebtedness of \$50,000. (c) Does not include the pledgee of an aggregate number of retail installment contracts to secure a bona fide loan thereon.
- **AZDFI Motor Vehicle Dealer** – A person who in any year sells on a noncash basis three or more motor vehicles at retail.

## Section II-A

- Indicate the Business (entity) Type for the applicant by checking the one box that applies to this application:

**Sole Proprietorship/Individual** – Must use your own name when filing as an individual, otherwise you must register your DBA or trade name (see DBA/Trade Name below).

**Corporation** – Contact the Arizona State Corporation Commission. You must submit an approved copy of your articles of incorporation and any amendments thereto with your application.

**Foreign Corporation** – Contact the Arizona State Corporation Commission. If your corporation has been incorporated in a state other than Arizona, the corporation must be authorized to conduct business in this state. You must submit a copy of the approved application for authority and a copy of your Articles of Incorporation from the state in which you are incorporated.

**Limited Liability Company** – Contact the Arizona State Corporation Commission. They will assist you in either forming under Arizona law or applying for registration to transact business in Arizona as a foreign limited liability company. You must submit an approved copy of the articles of organization (for domestic companies) or a copy of the approved registration (for foreign companies) with your application.

**Partnership** – Contact the Arizona Secretary of State.

**Limited Partnership or Foreign Limited Partnership** – Must provide an approved copy of your partnership agreement.

**DBA/Trade Name** – Contact the Arizona Secretary of State. To do business under a DBA or a trade name, you must register your DBA or trade name. You must submit an approved copy of your certificate of trade name registration with your application.

- Enter your Business Name and DBA, if applicable.

## Section II-B

- Enter the complete Street Address from which you will be conducting business.
- Enter the complete Mailing Address for the business if different from the Street Address of the business.
- Indicate the Office Days and Hours of Operation. Note: "by appointment only" is not acceptable.
- Enter the Business Phone Number, the Fax Number, and the County in which the business is located.
- Enter the E-mail Address of the Principal Owner; (all notifications and correspondence from MVD will be sent to this address).

## Section II-C

- Check the box for Yes or No to indicate if the records will be maintained at the Established Business Address. If No, enter the licensed location where the records will be stored.
- Indicate whether the location the records are being stored at is a residence by selecting Yes or No as applicable.

## Section II-D

- Enter the Name, Title, Phone Number, Fax Number and E-mail Address for the Business Contact that is authorized to perform all functions in connection with day to day operations of the business making application, including communication between the business, MVD and AZDFI.

## PAGE 2 OF APPLICATION

**All applicants must complete this page in full, if not applicable then enter N/A.**

## Section III-A

- Enter the Name, Title, complete Residence Address, Residence Phone Number, Stock Percentage (if applicable), and Date of Birth for all applicants. The applicants listed should match the Partnership, LLC, and Corporation, etc. documentation filed with the Arizona Corporation Commission and/or Secretary of State and submitted with this application.

### **Section III-B**

- Check the box for Yes or No as applicable to indicate whether any person listed on the application has had a similar MVD dealer license suspended, revoked or canceled in Arizona or any other state.
- If Yes, enter the Name of the applicant, the Year the suspension, revocation or cancellation occurred, the Business Name suspended, revoked or canceled, the State and Country the license suspension, revocation or cancellation occurred in, and the current status of the license that was suspended, revoked or canceled.

### **PAGE 3 OF APPLICATION**

**This page should be completed only by applicants for an MVD motor vehicle dealer license issued by ADOT.  
Must be completed in full; if not applicable then enter N/A.**

### **Section IV-A**

- Applicants to be a dealer selling new products must list the make of all products they are authorized to sell and must submit a written letter of authorization from the appropriate manufacturer and/or distributor with the application.

### **Section IV-B**

- Check the box for Yes or No as applicable to indicate whether there is an existing dealership/automotive recycler currently at the Established Business Address.
- If Yes, enter the business name of the dealership/automotive recycler in the space provided along with the explanation for these circumstances.

### **Section IV-C**

- If the applicant is considered a Foreign Corporation, LLC, etc. and not a resident of Arizona, enter the Name, Phone Number, Arizona Business Address, City and Zip for the individual or corporation upon whom service of process can be made. If not applicable, write N/A in the Name box

### **Section V-A**

- Check the box for Yes or No or N/A as applicable to indicate whether the Business Sign is permanently affixed or erected.
- If No, indicate the date the sign will be permanently affixed in the space provided.
- Check the box for Yes or No or N/A as applicable to indicate whether the Business Sign is legible from a distance of 300 feet during daylight. Note – Business Sign must indicate that the business of a motor vehicle dealer or automotive recycler is conducted from the premises.
- Check the box for Building, Driveway Entrance, Residence or Office Entrance as applicable to indicate where the sign is erected or affixed.
- Indicate the exact wording of the Business Sign in the space provided.

### **Section V-B**

- Check the box for Yes or No or N/A as applicable to indicate whether there is sufficient space to display two or more vehicles at the Established Business Address.
- Check the box for Yes or No or N/A as applicable to indicate whether the building at the Established Business Address will be devoted principally to the dealership business.
- If No, provide the reason the building will not be used principally to the dealership in the space provided.
- Check the box for Building or Suite or Trailer or Residence as applicable to indicate the type of structure at the Established Business Address



- If Suite, check the box for Yes or No as applicable to indicate whether the suite has a private entrance from outside; check the box for N/A if Suite is not selected above.
- If Trailer, check the box for Yes or No as applicable to indicate whether the trailer is permanently affixed. A trailer is considered permanently affixed if it is set up and anchored without wheels. Check the box for N/A if Trailer is not selected above.

### **Section V-C**

- The photos listed must be included as part of the application. All photos must be hard copies; no CD's, DVD's, photo disks, flash drives, or other storage devices will be accepted.
- Applicants for an MVD New Motor Vehicle Dealer License **only** may include the written notice from the manufacturers and distributors as indicated on the application.

## **PAGE 4 OF APPLICATION**

**This page should only be completed by applicants for a motor vehicle dealer license and/or sales finance company license issued by AZDFI. Must be completed in full; if not applicable then enter N/A.**

### **Section VI-A**

- Enter the Institution Name and complete address for all banks, finance companies or persons to whom the applicant will sell retail sales contracts.

### **Section VI-B-D**

- Enter the start date and check the applicable boxes regarding the dealership for which you are making application.

### **Section VI-E**

- Check the applicable box to indicate whether the applicant will engage in secondary motor vehicle finance transactions such as title loans or sale lease-backs.

### **Section VI-F**

- Check the applicable box to indicate whether the applicant has read and understands the grounds for denial, suspension or revocation of a motor vehicle license and/or sales finance company license issued by AZDFI.

### **Section VI-G**

- Answer all questions. If the answer to any of the questions is Yes, then you will need to provide complete details in an attachment, including as applicable: disposition/status, summary of event or proceeding, copies of applicable charges and orders and/or consent agreements.

## **PAGE 5 OF APPLICATION**

**All applicants must complete this page.**

### **Section VII**

- All applicants must read the information on the Continuation Fee and Certification statement.
- If the applicant is an individual, the application must be signed by that individual; if it is a partnership, the application must be signed by all partners; if the applicant is a corporation, the application must be signed by one corporate officer that is listed on the Articles of Incorporation.

Did You Remember To:

- ☐ Answer all applicable questions?
- ☐ Type or print all information on all documents?
- ☐ Make copies of the completed application packet for your records?
- ☐ Sign and notarize documents where applicable?
- ☐ Include all forms required?

Be sure you have included all of the following with your application, if applicable.

- ☐ A copy of your Transaction Privilege Tax License
- ☐ Articles of Incorporation/Organization or Partnership Agreement
- ☐ Foreign Authority
- ☐ Trade Name Certificate (if applicable)
- ☐ Statement of Personal History-Dealer/Finance Company, form # 96-0637 (signed and notarized)
- ☐ Authorization to Release Information, form # 46-0407 (signed and notarized)
- ☐ Certificate of Appointment for each new product for which franchised is required for **new** MVD motor vehicle dealer applicants, signed by manufacturer/distributor of each product, as applicable.
- ☐ If applying for a MVD motor vehicle dealer license with ADOT and a motor vehicle dealer license and/or sales finance company license with AZDFI, you will need to submit your fingerprint cards and applicable fee directly to ADOT.
- ☐ If you are only applying for a sales finance company license with AZDFI, you will need to submit the fee directly to AZDFI. Each applicant should complete a background check (see link below).

[Background check](#)

Visit ADOT's website at <http://www.azdot.gov/mvd/MotorVehicleDealers/LicensedDealers.asp> for additional ADOT licensing information, including fees.

Applications for any ADOT motor vehicle dealer license and any AZDFI motor vehicle dealer /sales finance license are to be sent to ADOT at:

MAIL DROP 552M  
MOTOR VEHICLE DIVISION  
PO BOX 2100  
PHOENIX AZ 85001-2100

Applications for a sales finance company license **only** are to be sent to AZDFI at:

ARIZONA DEPARTMENT OF FINANCIAL INSTITUTIONS  
2910 N 44TH ST STE 310  
PHOENIX AZ 85018-7270

Note to AZDFI license applicants: Do not send any AZDFI fees to ADOT. You will be invoiced by AZDFI for any fees due to AZDFI.